

MINUTES FOR
PROJECT ENGINEERS MEETING
THURSDAY, SEPTEMBER 25, 2003
9:30 A.M. CONFERENCE ROOM "C"

1. Safety Meeting.....Darlene Yarborough

- Please let your employees know that they are not to hold the door open for anyone and that they need to check when they come into the building to ensure that no one else came in with them. Safety and security is everyone's responsibility.
- To tighten our security measures, the guard entrance at door A-1 and A-4 are being locked. The guard will have to let in all visitors and employees without badges. Again, this is a real threat and everyone should take all precautions to ensure safety.
- Nancy is preparing new evacuation procedures.

Academic Assistance Policy

- Completion of a course should have a direct benefit to DOT. The course should benefit an individual in completion of his/her current and/or potential job duties. Academic assistance should not be approved in cases where management has determined that neither the course nor the degree pursued is of benefit to the department. Denial of participation is not grievable, except on the grounds of discrimination.
- University- Employees may be reimbursed each semester a maximum of \$1,000.00 or 3 semester hours, whichever is less. Only one course can be taken per semester. Maximum of two courses per fiscal year (July 1 – June 30).
- Community/Technical College- Employees may be reimbursed up to a maximum of \$150.00 or two courses per semester, whichever is less. Maximum of four courses per fiscal year (July 1 – June 30).
- Completion grades eligible for reimbursement- "C" or better for undergraduate courses and a "B" or better for graduate courses.
- You do not need a 10-8 for classes or seminars costing under \$100. You should pay for these, obtain a receipt and submit an expense voucher for reimbursement. This way you get your money back very quickly.

2. CADD & PC Update.....Randy Bissette

- IT people have installed patches on machines with Microsoft 2000 for virus protection.
- The plotter person will be moving to the plot room when their workspace is completed. Roadway will begin using the plotter at that time.
- Randy has a few new calculators left if anyone needs one.
- Remind your employees to put all their work on the “W” drive so it can be accessed if needed.

3. PM Interim Reviews.....Ricky Keith

- Have your employees interim reviews complete by October 3rd.
- You should go ahead and meet with your employees to discuss their PM, unless they have a “BG or ”U”, if so see me first.
- If you rated any KR or Dimension below the “GOOD” level, you must have a development plan.
- I will meet with the Project Engineers after October 6th to discuss your PM and your employees.

4. New Roadway Barcharts.....Ricky Keith

- We received the new Roadway Barcharts September 25th.
- Please have your projects reviewed by Friday, October 3rd.
- October 14th and 15th, Ray and I will meet with Roadway. We will look at any adjustments needed after that.

5. Plan Revisions.....Ricky Keith

- Some Project Engineers have been reluctant to send out revision letters. If you need to do a plan revision, then write the letter and send it out.
- Never make changes for plans verbally by phone without some type of written documentation in the project file.

- Plan changes should be coordinated with the Resident Engineer. Keep the Area Structure Engineer involved. Never discuss issues directly with the contractor unless the Resident Engineer is present.

- **Remind your squad leaders to put a contact person on their revision letters.**

6. Reminders.....Ricky Keith

- Please continue to turn in Final Plan Review sheet to me.
- Keep your calendars up-to-date and respond to scheduled meetings.
- Respond to e-mails.
- See me prior to submitting any Trainee evaluations.
- Time cards are due to me no later than Thursday evening.
- Technician Assessments must be completed within one month of hiring or promotion for the Technician Skill Based Pay.

7. Design/Build.....Project Engineers

- Please continue to look for “B” projects that would be good candidates for design/build.

8. Other.....Ricky Keith

- Lonnie- Turn in entire correspondence file to Paul when turning the final plans in. He will return it to you.
- Tom- Descus training will be held on October 6th and 7th.
Don't change the anchor bolt gage on cored slab standards.
- Neb- Make sure the CE for your project matches the design. If you see commitments made in the planning documents that are not correct, you need to address them. If you get a yellow folder after the project has been let to contract, see Greg or Ricky.